



**805 South Cedar Avenue
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SITE USE POLICY

Gaineswood is a National Historic Landmark house museum property of the Alabama Historical Commission (AHC), a not-for-profit state agency whose mission is to "protect, preserve, and interpret" Alabama's historic places. Located in the west-central Alabama town of Demopolis, Gaineswood is significant for its unique architecture, original furnishings, 5-acre period-style landscape, and outbuildings. Its mission, consistent with that of the AHC, is to "protect, preserve, and interpret Gaineswood as a unique example of 19th Century neoclassical Greek Revival architecture and a former plantation community."

Therefore, the primary objective of the Gaineswood site and house museum is the protection and preservation of the mansion, collections, outbuildings, and grounds.

Gaineswood offers its gardens and grounds and, on a limited basis, the mansion's drawing room for private, governmental, civic, church, and corporate events such as receptions, weddings, photography, reunions, outdoor dinners and parties, meetings, memorial services, Easter Egg Hunts and other activities. **Gaineswood reserves the right to deny rentals for commercial and fundraising events that may conflict with the museum's mission. The preservation and educational activities of the site, including tours, will take precedence over any others in the scheduling of site use.**

I. Description of Site Facilities:

Gaineswood Drawing Room

Gaineswood Exterior (Formal Gardens, Mansion Porches and Lawn)

The diverse nature of these two facilities requires guidelines for how each area is used.

A. Gaineswood Drawing Room

1. Due to the delicate, irreplaceable nature of the mansion's structural elements, furnishings and belongings, access to all interior areas during rental, other than the Drawing Room and Gentlemen's Cloak Room, will be denied.
2. For the above stated reason food and drink, with the exception of bottled water, are not allowed inside Gaineswood mansion. One unisex restroom is available.
3. Guided tours at group discount rates are available when scheduled in advance. Fees for tours are in addition to the site rental fee (See section II).
4. Photography is permitted ONLY inside the drawing room and main floor hallways. Please see the Photography and Video Guidelines.

5. Neither live floral arrangements nor amplified music are permitted inside the mansion.
6. Maximum occupancy of the drawing room at Gaineswood:
Seated at tables-50
Seated lecture style-50
Standing-80

B. Gaineswood Exterior (Formal Gardens, Mansion Porches and Lawn)

1. The Formal Gardens, Mansion Porches and Grounds may be used for rental functions. Gaineswood reserves the right to limit access to certain areas.
2. Every effort is made to keep the site neat, clean and presentable at all times. However, maintenance and restoration are sometimes necessary. Therefore, Gaineswood will not be responsible to the lessee(s) for the appearance of the site during the event.
3. Attendance for the event is limited to pre-registration, invitation, or membership of the group renting the site. The number of guests attending should not exceed 250.
4. Food, drink, live floral arrangements, amplified music and photography are allowed.
5. Facilities-Gaineswood has no kitchen. Therefore, lessee(s) must have food prepared offsite and catered, or prepared outside. Access to electricity available.
6. Gaineswood has one unisex restroom, accessible via the exterior breezeway at east end of mansion, and two garbage carts. Limited chairs/tables for interior only.
7. Gaineswood does not have, and thus cannot provide---tents/lighting, exterior tables/chairs, portable toilets and sound equipment. Lessee(s) must provide these items. The AHC and Gaineswood will not be responsible for such items and reserves the right to disallow vehicles or equipment that may endanger the site.

II. General Rental Policies

Rental of Gaineswood is on a first-come, first served basis. Reservations are tentative pending receipt of a refundable Reservation Fee/Damage Deposit and signed Site Use Agreement Form. **GAINESWOOD MAY NOT BE RENTED MORE THAN 9 MONTHS PRIOR TO THE EVENT. Events must be limited to attendance by pre-registration, invitation, or membership of the group renting the facility.**

A. Hours available

Gaineswood can be rented Monday-Saturday, 7am-10pm. Gaineswood is closed Sundays, major holidays (New Years, July 4, Labor Day, Thanksgiving, and Christmas), and adjoining dates deemed holidays by the State of Alabama. Therefore, Gaineswood may NOT be rented Sundays or holidays. Inspection and cleanup for refund may be scheduled for a Sunday, without penalty, no later than one (1) month in advance. However, impromptu requests for site access honored by Gaineswood staff will result in forfeiture by lessee(s) of the Reservation Fee/Damage Deposit.

B. Parking and Access

There is ample free parking space to accommodate about 50 vehicles outside the pedestrian walk-in gates, along Cedar and East Whitfield Streets. There is also additional parking space at Demopolis Middle School to the north, and the school recreation facility to the east. By special request, made in advance, handicapped parking or entrance to Gaineswood can be arranged. Lessee(s) should inform Gaineswood at least two weeks prior to the event of any need for additional parking or handicapped access. **Vehicle access to the fenced grounds beyond that absolutely necessary to facilitate site use or handicapped access is prohibited. The lessee(s) is financially responsible for damage to the grounds and buildings, including but not limited to, tire impressions, ruts and vehicle extraction.**

C. Movement of museum property, collections, and/or exhibits

No Gaineswood equipment, exhibits, collections or other property shall be moved without permission of Gaineswood or AHC staff. **Only Gaineswood or AHC staff will move museum collections and/or exhibits, if aforementioned staff deems movement necessary.** No permanent or destructive alterations may be made to any Gaineswood facility, including walls and wall surfaces.

D. Smoking, food and drink are permitted outside, but not inside. **Site Director must approve electrical equipment used by caterers and/or other professionals.**

E. Caterers, photographers, and florists

Special arrangements must be made prior to the event to arrange caterer(s), photographer(s), and/or florist(s). **Each must make an appointment with the Gaineswood Site staff to review the appropriate guidelines (on separate sheets as appendices), determine timing of event related preparation, and obtain the Historic Site Director's written approval.**

F. Security and Safety

Gaineswood will provide a staff member for security purposes for the duration of all rental events. **For safety reasons, sparklers and open fires are not allowed.**

G. Clean-Up

The lessee(s) is responsible for setup and cleaning of the facility for their function. This includes:

1. Removal of all leftover foodstuff and ice.
2. Emptying of all garbage into carts located at the discretion of lessee(s).

3. Removal of all personal items, equipment, and supplies.

A staff member will inspect the facility with the lessee(s) after cleanup to determine the Refund of the Reservation Fee/Damage Deposit. **The duration of the facility rental will include time for setup and cleanup, and if desired, should also include the option of staging the wedding rehearsal at Gaineswood.**

H. Tours of Gaineswood

When scheduled in advance, guided tours of Gaineswood and/or other educational programs will be made available for a fee in addition to the facility rental fee.

Event guests, facilitators and/or wedding parties are not permitted inside Gaineswood unless the drawing room is being rented for the event. **Frequent and unnecessary disruption of tours/site operations will result in forfeiture of damage deposit.**

I. Fees

1. The rates are as follows:

Reservation Fee/Damage Deposit (refundable) \$200.00 (due at booking)

This deposit reserves the date for your function. The rental fee itself is due in full no later than three (3) days before the event.

<u>Length of Rental</u>	<u>Business/Private</u>		<u>Civic, Government, Not-for-Profit</u>	
	<u>*Interior</u>	<u>Exterior</u>	<u>Interior</u>	<u>Exterior</u>
8 hours or less	\$600	\$400	\$100	\$50
8-12 hours	\$750	\$600	\$150	\$100
12+ hours	\$1,000	\$800	N/A	N/A
%Professional Photography	\$200	\$100	N/A	N/A

*Gaineswood offers an inside/outside rate and option which allows the lessee(s) flexibility during inclement weather of moving the event inside, and/or staging the rehearsal as part of the rental. **A decision to reserve this option must be made at least two (2) weeks before the event. A decision on the location of the function [inside or outside] must be made at least 2 hours before the event, and lessee(s) must abide by the guidelines for the drawing room.** EXAMPLE-If 150 guests are invited to the event, only 80 (standing) are allowed inside.

%Limited to three (3) hours or less (please see Photography/Video guidelines). Commercial for-profit video, photography or other site use subject to fees/regulations not covered in this policy. Exterior personal, non-commercial photography is permitted free of charge.

***%Rates based on cumulative total of hours involved, setup to cleanup (see II-G).**

2. Payment schedule-Refundable Reservation Fee/Damage Deposit, written as a separate check, is due in its entirety with a signed Rental Agreement form at time of facility rental. Facility rental fee itself is due no later than five (5) days before the event. Reservations are tentative until signed Rental Agreement form and the Reservation Fee/Damage Deposit is received.

Confirmation of receipt will be sent to the lessee(s). **Make checks payable to Gaineswood.**

3. Cancellations:

Made more than 30 days prior to the event will result in full refund of monies paid.

Made less than 30 days before the event will result in full forfeiture of monies paid.

III. Steps involved in renting Gaineswood:

- A. Call Gaineswood at 334-289-4846 to set up a tentative rental date. Reservations are tentative until the refundable Reservation Fee/Damage Deposit is received with a signed Rental Agreement form.
- B. Gaineswood will mail a letter stating rental particulars, a copy of Site Use Policy, and copy of the signed Rental Agreement form. Return of the signed Rental Agreement and payment of the Reservation Fee/Damage Deposit to Gaineswood. Staff will confirm in writing the reservation and hold on the facility.
- C. Gaineswood staff will contact the lessee(s) to set up a pre-event meeting no later than (1) one month prior to the event.
- D. After the event, Gaineswood staff will inspect the facility with lessee(s). If lessee(s) has complied with Site Use Policy, Reservation Fee/Damage Deposit will be refunded. Deposit will be applied toward overtime fee if applicable.

I have received a copy of Gaineswood's video/photography, catering and floral guidelines.

Name _____
(please print)

Signature _____

Date _____

Rec'd by:

Filed by:

Date: